

BLACKWOOD ARTS CENTRE

(Also known as Blackwood Miners' Institute)

Report and Financial Statements

Year ending 31 March 2021

Charity Number 1000905

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Contents	Pages
Charity Information	3
Trustee Report	4
Accountant's Report	11
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15

CHARITY AND ADMINISTRATIVE INFORMATION

Name of Charity	Blackwood Arts Centre
Working Name	Blackwood Miners' Institute
Charity Registration Number	1000905
Registered Office And Business Address	Blackwood Miners' Institute High Street Blackwood NP12 1BB
Trustee	Caerphilly County Borough Council Penallta House Tredomen Park Ystrad Mynach Hengoed CF82 7PG
Theatre Manager	Marina Newth
Independent Examiners	WAO

TRUSTEE REPORT FOR THE YEAR ENDING 31 MARCH 2021

Introduction

On behalf of the trustee I am pleased to present our annual report together with the annual financial statement for the charity for the year ending 31 March 2021. The financial statements comply with the Charities Act 2011, the Objects of The Charitable Trust, and the statement of recommended practice – accounting and reporting by Charities FRS 102.

Blackwood Miners' Institute's ambition is to present a high quality and engaging programme of professional arts and entertainment, and be a resource for community and amateur organisations to create and present their own productions. The theatre strives to provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

As has been highly publicised, Lockdown has hit the arts industry particularly hard. During the period to the end of March 2021 Blackwood Miners' Institute was closed, however, we have taken the opportunity to look at ourselves as an organisation and look where improvements can be made to make ourselves a more resilient and relevant organisation. The reopening of theatres has afforded some light at the end of the tunnel; however, the sector is still in a precarious position with audience trends and behaviour impossible to predict in a post-lockdown world.

I would like to thank our audiences and participants for your continued support and engagement, to our staff for their continued hard work and dedication, and to our partners and funders for their confidence and recognition of a quality arts programme.

Leader OR Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability

Leader of the Council

on behalf of Cabinet as Trustee.

26 January 2022

Governance and Management

Caerphilly County Borough Council is the sole corporate trustee for the charity.

Implementation of the organisation's aims and objectives and the day to day administration is undertaken by the Theatre Manager (employee), and the team which is overseen by the Head of Regeneration and Planning. Caerphilly utilises the greater London Provincial Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Services to determine the pay and remuneration of the charity's key management personnel.

Our Purpose and Activities

Blackwood Arts Centre, also known as Blackwood Miners' Institute, formerly a miners' welfare institute paid for by the salaries of local miners, was refurbished as a community arts and entertainment venue in the early 1990's thanks to funding from the Welsh Office and Islwyn Borough Council. Today, Blackwood Miners' Institute (BMI) is a vibrant and professional theatre venue and registered charity, and one of the busiest in the South Wales Valleys. We present a programme of high quality professional, community and amateur art and entertainment for a wide range of audiences. We also provide a wide range of opportunities for people from all sectors of the community to take part in creative activities of their choice.

The purposes of the charity are set out in the building's binding objects in the charitable trust deed (October 1990). These are to:

- Promote, improve, develop, maintain and advance public awareness and participation in, and encourage an appreciation of the art and science of, music, dance, drama, literature and the visual arts.
- Promote, through appropriate activities, the education and training, mental and spiritual capacities of people who are unemployed, young people and pre-school children.
- Educate the public in the geography, history and architecture of the area and sets out the 'Stute's responsibility in safeguarding against drug and alcohol abuse.

Our current mission is:

To be the leading theatre within the South East valleys; entertaining, educating and enriching lives. To ensure that everyone has the opportunity and to access and participate in high quality cultural experiences.

Our current aims are:

- Regeneration - To contribute to the economic, cultural, and social regeneration of the region, and to help make Caerphilly Borough a better place to live, visit, and work.

- Welcoming - To promote the arts in a positive and accessible way, to create a relaxed, friendly and welcoming atmosphere where audiences and participants can feel comfortable in attending the arts, and will want to attend more regularly.
- Inclusive - To ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants, ensuring that everybody has easy access to arts and culture.
- Collaboration - To work collaboratively and in partnership and to develop ourselves as a more resilient organisation
- Sustainability – Finding sustainable ways to improve the level of service offered to members of our local communities.

The strategies employed to achieve the charity's aims include:

- Presenting and producing a range of arts and entertainment events including drama, dance, comedy, and live music.
- Programming a balance of professional and amateur events; populist and commercial work which underpins the viability of the theatre and a cultural programme which is supported by external grant funding from Arts Council Wales.
- Delivering a wide range of community participation opportunities, with a particular focus on children and young people, to provide opportunities for them to take part in the activity of their choice.

Public Benefit

In shaping our aims and planning our activities for the year, we considered the Charity Commission's guidance on public benefit, including guidance on public benefit and fee charging. The Objects of the charity define the area of benefit as the inhabitants of the District of Islwyn and the surrounding districts (now Caerphilly County Borough).

The theatre relies on subsidy from Caerphilly County Borough Council and the income from fees and charges to cover its operating costs. In setting the level of fees and charges and concessions, we give careful consideration to the accessibility of the theatre to those on low incomes. We recognise that local and regional engagement with the arts is low; and the region has higher than average levels of deprivation. Our programme is carefully considered to ensure that everything is programmed with our community and audiences in mind.

Artistic output during lockdown

Blackwood Miners' Institute was forced to close its doors on 17th March 2020 due to the COVID-19 pandemic, and remained closed throughout 2020/21. Similar to a lot of our colleagues in the industry, Blackwood Miners' Institute turned to digital programming in order to continue to provide a cultural service to our communities. Digital programming also allowed us to support freelance practitioners who were hit particularly hard by the pandemic. The SUNDAY SESSIONS were a prime example of this. We commissioned local

bands and solo artists to produce a short set which was then put out on our social media channels. At Christmas we commissioned a writer and story teller to produce videos of three festive stories, which again were put out on social media. All three stories were produced in English and Welsh.

Unfortunately, we were not able to host the ever popular CCBC DANCE SHOWCASE live, but we moved the festival online at the end of July. We asked local dance schools to post videos on social media between 26th July to 2nd August with #GetCaerphillyDancing. 13 dance groups took part - 4 of which had never engaged with the dance showcase before – with 75 videos uploaded. Collectively the videos gained 38,083 views. During such a dark time, it was a wonderful opportunity for the 561 dancers to be seen and focus on producing a routine.

Blackwood Miners' Institute has also taken part in a number of digital tours. These tend to be either live or recorded performances that members of the public are required to book to see, and are accessed by a special code that is issued after booking. Blackwood Miners' Institute presented FIRST 3 DROPS by Taking Flight, WINNERS by Nova Theatre and NYE AND JENNIE by Theatre na nÓg. However, uptake for these digital tours was low. One reason for this is that there are areas of digital deprivation within the community of BMI, which is another barrier towards arts engagement.

As a result of digital poverty, lockdown has encouraged us to engage with our audiences in non-traditional ways. Blackwood Miners' Institute supported Caerphilly Youth Theatre with their Halloween themed 'choose your own adventure' audio trail GLITCHES, that took place throughout Blackwood. Blackwood Miners' Institute and Caerphilly Youth Theatre collaborated again on a similar audio trail for THE 12 DAYS OF CHRISTMAS that was located in Caerphilly in December 2020. This also supported CCBC's Choose Your High Street campaign.

In the Autumn we took part in Creu Cymru's Llaw/Hand project that supported organisations to connect with their audiences. Blackwood Miners' Institute was partnered with No Naff Arts who were commissioned to design a community project that would engage our community in a project that inspired unity and hope. The outcome was the LOVE LOCKS project that asked members of the public to decorate a padlock in some way. The locks would then be attached to a sculpture that would be located centrally in Blackwood. The project was launched in January 2021, and by March 2021 450 packs (lock and decoration materials) had been sent out to various community groups. The feedback has been overwhelmingly positive with whole families coming together to produce locks.

Blackwood Miners' Institute was also able to connect with more disadvantaged members of our community through the Head 4 Arts DOORSTEP CRAFT BOX projects. Head 4 Arts produced a number of COVID safe doorstep craft boxes that they distributed through many community support groups, including The Parent Network, who support low income families. Blackwood Miners' Institute supported Head 4 Arts to produce a panto themed craft box for The Parents Network. 300 packs were delivered and gave families a much need creative outlet.

Financial Review

We continue to work hard to sustain and where possible increase our income generation especially during rising budget pressures. Caerphilly County Borough Council continues to support the Blackwood Arts Service with subsidy that includes covering any operating deficit in BMI's accounts, the operating deficit and level of subsidy reduced from £310,088 in 2017/2018 to £305,517 in 2018/2019, to £269,342 in 2019/2020, in this difficult year it has reduced to £213,253.25. No overspend or underspend is carried over from 2020/21.

The Covid 19 pandemic affected the ability of BMI to raise any income due to the restrictions although Welsh Government provided funding via grant claims for net loss of income. In previous year Management at BMI have worked hard to sustain ticket income through audience development, programme development and careful negotiation with the companies that are programmed.

It was our fifth year as part of the Arts Council's revenue funded portfolio. We received a grant of £130,798 that contributed to subsidising the artistic programme, funding our touring and co-productions, and assisting with the additional marketing and technical support that is required for our increased activity. With Arts Council Wales approval £9909 was carried over from 2019/20 to support co-productions and commissions. An further £55,000 of the grant has, with ACW approval, been carried forward to 2021/2022 financial year to support co-productions and commissions.

Covid restrictions for most of the year did not allow for any secondary sources of income that normally include bar and confectionary sales. The management, when restrictions allow, will continue to work hard to ensure that sales on the bar and in confectionary are maximised.

Blackwood Miners' Institute has a number of rooms that are available to hire to commercial clients as well as community groups. In 2019/20 room hire contributed £42,376, but restrictions limited the income in 2020-21 to £5,649.49. This is an area that we will be trying to maximise in the future after the restrictions have been lifted.

Reserves Policy

In 2020-21, Blackwood Arts Centre (Blackwood Miners Institute) did not have a reserves policy, as any operational deficit is covered by the subsidy from Caerphilly County Borough.

Our Pricing Policy

In setting our pricing policy we attempt to promote the arts in a positive and accessible way, and ensure equality of provision by providing a diverse range of arts activity for a wide range of audiences and participants. We aim to keep ticket prices as low as possible to ensure that everybody has easy access to arts and culture. This is balanced against the need to maximise income to ensure the charity's viability, where earned income makes up approximately 45% of the charity's turnover.

We offer concession prices on most of our live performances. Concessions are offered to the following:

- Senior Citizens

- Registered Unemployed
- Children
- Students
- School Children
- ISiC card holders
- Disabled People (with their Companions or Personal Assistants attending for free if required, under the Hynt Scheme)

Family discounts are also offered on some of our family productions.

We also offer workshop / ticket offers with any outreach work associated with incoming productions, so that young people attending a workshop receive a ticket for the performance, as an incentive to attend the theatre, thus breaking down barriers associated with theatre going.

Risk management

The Charity has reviewed the major risks to the organisation and has systems and procedures in place to manage these risks. The charity analyses, manages and monitors risk in the following way:

1. Identify risk
2. Assess what impact risk would have on activity, outcome or objective
3. Score the risk according to likelihood and severity
4. Identify controls that need to be in place to avoid or minimise impact
5. Quarterly review of risk, assessing progress made and revising score if necessary

Trustee responsibilities

The charity's trustee is responsible for preparing a trustee's annual report and financial statement in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102, the financial reporting standard applicable in the UK and Republic of Ireland.

Charity law requires the trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustee

Leader OR Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability

Leader of the Council

26 January 2022

Independent examiner's report to the trustee of Blackwood Arts Centre

I report on the accounts of Blackwood Arts Centre for the year ended 31 March 2021, which are set out on pages 13 to 20.

Responsibilities and basis of report

As the charity's trustee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). You are satisfied that the accounts are not required to be audited by charity law and have chosen instead to have an independent examination.

I report in respect of my examination of your charity's accounts as carried out under section 145 of the Act; In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement – matter of concern identified

I have completed my examination. I have identified a matter of concern in my report because I have been unable to obtain sufficient appropriate evidence to support the 'Cash and cash equivalent' balances within the 'Balance Sheet' as at 31 March 2020 and 31 March 2021. In the absence of evidence, the Blackwood Arts Centre has recorded nil financial balances as at those dates. The Blackwood Arts Centre has therefore not met the requirements of section 130 of the Charities Act 2011. The Blackwood Arts Centre explains its position on this matter, and its intended actions for 2021-22, at Note I on page 17.

I confirm that no other matters have come to my attention that give me cause to believe that in any material respect:

- accounting records were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Adrian Crompton
Auditor General for Wales
24 Cathedral Road
Cardiff
CF11 9LJ
28 January 2022

STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2021

BLACKWOOD ARTS CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 31 MARCH 2021

		Total Funds	Total Funds
		2019-20	2020-21
		£	£
<u>Income from</u>			
Other trading activities	A1	57,164.22	170.83
Operation of theatre and arts centre	B2	717,175.52	408,351.89
TOTAL INCOME		774,339.74	408,522.72
<u>Expenditure on</u>			
Other trading activities	A2	46,356.94	23,376.53
Operation of theatre and arts centre	C3	715,944.62	373,063.36
Expenditure on Charitable Activities (Governance Costs)	D	12,038.18	12,082.83
TOTAL EXPENDITURE		774,339.74	408,522.72
NET MOVEMENTS IN YEAR		0	0

BLACKWOOD ARTS CENTRE

BALANCE SHEET AS AT 31 MARCH 2021

Total Funds

Total Funds

2019-20

2020-21

FIXED ASSETS

£

£

Tangible assets

L

2,915,000.00

3,092,000

CURRENT ASSETS

Stock

H

4,576.82

2,015.18

Cash and Cash Equivalents

I

0

0

Debtors

ACW grant

J

0

0

Other

J

5,452.52

3,750.11

Total Current Assets

10,029.34

5,765.29

LIABILITIES

Creditors falling due within one year

K

-61,182.95

-90,515.13

NET CURRENT LIABILITIES

-51,153.61

-84,749.84

TOTAL ASSETS LESS CURRENT LIABILITIES

2,863,846.39

3,007,250.16

CREDITORS FALLING DUE AFTER 1 YEAR

0

0

NET ASSETS

2,863,846.39

3,007,250.16

FUNDS OF THE CHARITY

Unrestricted funds

Designated property assets funds

2,915,000.00

3,092,000.00

Designated stocks

4,576.82

2,015.18

General fund

-55,730.43

-86,765.02

TOTAL CHARITY FUNDS

2,863,846.39

3,007,250.16

Cabinet on behalf of the Trustee

Signature

Date

A. INCOME FROM OTHER TRADING ACTIVITIES

The Bar and Vending activities are only operable when charitable activities are taking place in Blackwood Arts Centre

2019-20

2020-21

SUMMARY TRADING ACCOUNTS

£

£

Turnover	Bar	1	50,254.27	170.83
Cost of Sales	Bar	2	-40,574.89	-23,342.69
Net Profit/Loss			<u>9,679.38</u>	<u>-23,171.86</u>
Turnover	Vending	1	6,909.95	0
Cost of Sales	Vending	2	-5,782.05	-33.84
Net Profit			<u>1,127.90</u>	<u>-33.84</u>
Total funds generated for charity			<u>10,807.28</u>	<u>-23,205.70</u>
Current assets (Stock)	Bar	3	4,576.82	1,757.06
	Vending	3	0	258.12
			<u>4,576.82</u>	<u>2,015.18</u>

B. INCOME FROM CHARITABLE ACTIVITIES

£

£

Gross Income	Shows, Concerts		280,670.71	2,461.76
	Workshops		5,320.80	1,308.66
	Room Hires		42,376.60	5,649.49
	Subtotal: Admission charges and programmes		<u>328,368.11</u>	<u>9,419.91</u>
	Programme Support grant, Arts Council		119,465.27	85,707.73
	Covid Grant Income		0.00	99,971.00
	Subsidy from Local Authority		269,342.14	213,253.25
	Subtotal		<u>388,807.41</u>	<u>398,931.98</u>
	Total income from Charitable Activities	2	717,175.52	408,351.89

C. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	2019-20	2020-21
	£	£
Artists fees	264,178.14	6,150.01
Production expenses	125,866.77	91,453.82
Box Office & Front of House	26,829.66	25,329.91
Promotion and marketing	70,122.86	27,187.06
Central Premises costs	84,665.02	79,564.61
Support Costs	136,976.17	136,694.95
Education (Workshops)	7,306.00	3,683.00
	<u>715,944.62</u>	<u>373,063.36</u>

3

D. ANALYSIS OF SUPPORT COSTS

	2019-20	2020-21
	£	£
Manager Operations	36,152.7	33,331.31
Manager Governance	19,038.18	8,332.83
Deputy Manager	26,826.11	34,539.15
Duty Managers	42,158.98	45,282.97
Admin Officer	29,354.62	22,748.52
Travel	2,483.75	3,793.00
Examination Fee	3,000.00	3,750.00
	<u>149,014.35</u>	<u>151,777.78</u>

E. RELATED PARTY TRANSACTIONS

	2019-20	2020-21
	£	£
Caerphilly County Borough Council	269,342.14	213,253.25
Welsh Government	0.00	99,971.00
Arts Council for Wales	119,465.27	85,707.73
	<u>388,807.41</u>	<u>398,931.98</u>

All the above funding was received to enable the charity to carry out its charitable objectives and have been included in the financial statements under incoming resources from charitable activities.

F. ANALYSIS OF STAFF COSTS

	2019-20	2020-21
	£	£
Salaries & wages	257,868.57	221,432.21
Social Security costs	20,366.98	17,586.90
Pension costs	46,751.06	42,637.59
	324,986.61	281,656.70

G. STAFF NUMBERS

Average number of full time equivalent employees, including part-time staff, as at 31st March 2021. In addition there are casual staff employed as ushers and bar staff ONLY when the centre has concerts/performances.

Concerts & stage performances	8.04	7.88
Governance	0.2	0.2
	8.24	8.08

H. STOCKS

	£	£
Current assets (Stock)	4,576.82	1,757.06
Bar	0	258.12
Vending	4,576.82	2,015.18

I. Cash and Cash Equivalents

The Arts Centre accounts are hosted by Caerphilly County Borough Council and the Centre uses the Authority's bank account to manage its daily cashflows. Caerphilly fully subsidises the Arts Centre by funding any cash deficit arising from its annual operating activities.

As the Arts Centre is fully integrated into Caerphilly County Borough Council's financial systems and uses the Authority's bank account for daily cash flows, it isn't currently possible to separate out the cash position from the Authority's. The Cash and Cash Equivalents figures in the Art Centre balance sheet have therefore been reported as zero for the current and preceding financial year.

It is the intention to review the position in the current financial year and separate the Arts Centre management accounts from those of Caerphilly County Borough Council to provide full disclosure of the Art Centre cashflows.

J. DEBTORS

	£	£
Arts Council programme grant, final payment	0	0
Other debtors	5,452.52	3,750.11
	5,452.52	3,750.11

K. CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019-20	2020-21
	£	£
Salary arrears	0.00	-3,707.74
Arts Council clawback	0.00	0.00
Receipts in advance	-47,914.15	-82,096.23
Water bill	-900.00	-800.00
Gas bill	-672.74	-811.22
Electric bills	-1,147.43	-490.77
PRS Licences	-4,500.00	0.00
Other creditors	-5,946.63	-2,609.17
Bar purchases	-102.00	-0.00
	-61,182.95	-90,515.13

L. Analysis of Movement in Fixed Assets

	Freehold land and Buildings 2019-20	Freehold land and Buildings 2020-21
	£	£
Balance brought forward April	2,472,813.32	2,915,000.00
Depreciation	86,696.79	0.00
Net Revaluation	528,883.47	177,000.00
Balance carried forward March	2,915,000.00	3,092,000.00

L

L. REVALUATION OF FIXED ASSETS

Valuations are undertaken mainly by CCBC's Corporate Property Department. The staff are members of the Royal Institute of Chartered Surveyors (RICS) The valuations are carried out over a five year rolling programme.

Depreciation is charged on a straight line basis over a designated useful economic life. No depreciation is charged in the year of revaluation.

M. ACCOUNTING POLICIES APPLIED TO THESE ACCOUNTS

The accounts for Blackwood Arts Centre are drawn up under the accounting policies of Caerphilly County Borough Council.

i. All incoming resources are accounted for when the charity has entitlement to the funds, certainty of receipt, and the amount is measurable.

Where income is received in advance for a performance or other specified service it is deferred until the charity is entitled to that income (Receipts in advance at year end)

ii. All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party.

Cost of generating funds comprise the cost of trading for the bar and vending

Charitable activities include the costs of performances, exhibitions and other educational activities undertaken to further the purposes of the charity

Governance costs represent those costs of the strategic management of the charity and of complying with constitutional and statutory requirements, this includes the independent examination fee.

iii. Support costs are those costs which have not been directly allocated to an activity of the charity but nevertheless support those activities, these costs have been allocated between charitable activities and governance costs as per note D.

iv. Stock is included at the lower of cost and net realisable value

v. Employees of the charity are entitled to join the Local Government Pension Scheme, which is funded by contributions from employee and employer. This is managed in accordance with the Local Government Pension Scheme regulations.

vi. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005, which has since been withdrawn.

Head of Financial Services and Section 151 Officer

On behalf of the Trustee

26 January 2022